



An
Internship Report
On

**“An Evaluation of Human Resource Management Practices of
BEXIMCO.”**

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Subject: An Evaluation of Human Resource Management Practices of BEXIMCO.

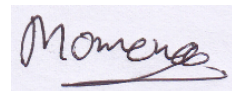
Dear Sir,

I submitted my report to you as the essential of the MBA impermanent position. I completed my Internship at Bangladesh Export Import Company Limited (BEXIMCO), an esteemed association in Bangladesh. I worked out my commitments consigned by my supervisors and I have endeavored my best to set up this passage level position answer as indicated by your orientation and the essentials of the program. Thus, I am exhibiting this response to you. This indicates the completion of my brief employment at BEXIMCO.

I assume that you will find this report informative and therefore oblige.

Whole hearted appreciation to you for your kind supervision.

Truly yours,

A handwritten signature in cursive script, appearing to read 'Momena', with a horizontal line underneath it.

Momena Akter

ID: 162-14-671

Major in HRM

Program: MBA

Division of Business Administration

Daffodil International University

Certificate of Supervisor

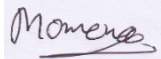
I, hereby, certify that, Ms. MomenaAkter, a student of MBA, Department of Business Administration, Faculty of Business Administration, Daffodil International University, bearing ID No. 162-14-671 has prepared the Internship Report on "An Evaluation of Human Resource Management Practices of BEXIMCO" as a requirement for fulfillment of degree awarding of Master of Business Administration (M.B.A). The report is recommended for submission.



.....
Mohammad ShibliShahriar
Associate Professor
Faculty of Business & Economics
Daffodil International University

Student Declaration

I, hereby declare that the Internship Report “An Evaluation of Human Resource Management Practices of BEXIMCO has been prepared by me under the guidance of Mohammad ShibliShahriarAssociate ProfessorDaffodil International University as a requirement for the accomplishment of MBA degree from the Faculty of Business & Economics, Daffodil International University. It is also declared that, this report has been prepared for academic purpose only and has not been/will not be submitted elsewhere for any other purpose.



.....

MomenaAkter

ID: 162-14-671

Major in HRM

Program: MBA

Department of Business Administration

Daffodil International University

EXECUTIVE SUMMARY:

Bangladesh Export Import Co Ltd. known as BEXIMCO is one of the market pioneers in Bangladesh. It was set up in 1965. Before autonomy it's gazed to running its activity. BEXIMCO's point is to deliver quality item and upgrade the personal satisfaction of the clients.

BEXIMCO Consumer Brands mostly manages the shopper merchandise industry. Their fundamental action is advertising of their Service through exchange advancement and other limited time actions. It is joined with of more brands which are separated in numerous specific divisions. As an Intern I worked under the family unit HRdivision under shopper mark whose primary item is Internet Connection which is one of the main results of BEXIMCO having enormous piece of the overall industry as an item for BEXIMCO in the market.

My fundamental obligation was HR bolster for all workers. Like finance, prerequisite, other useful arrangements, new joining technique, different kinds of letters. In that information there was data about contender condition. Other than that, our obligation was likewise attempt to discover what new elements clients need in the item, new special offers and what their general response with the items were. Counting the market visits I needed to play out the workplace work like information section, getting ready report and introduction, documentation of the records and keep the vital archive in correct place.

The working time frame with BEXIMCO I have learned numerous things like how to keep correspondence with each other in the workplace, how to section and sort the recorded information, building up the individual abilities and diagnostic aptitude. I likewise ended up as a master of utilizing different devices like information section, control point for making introduction, MS word for setting up the report etc.

This time, I additionally inspired opportunity to contrast the hypothetical learning and the corporate work. I inspired opportunity to apply different gaining from different course what DIU offers me nowadays.

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ACKNOWLEDGEMENT

This temporary position has given me the chance to accumulate an incredible experience of my life. It encouraged me to approach the corporate culture and functions as a person of that organization. As another to that culture I need to confront distinctive difficulties yet there was constantly some person in the organization who dependably gave me the course of how the things ought to be done and how I can undoubtedly alter the difficult circumstances.

In the first place, I get the chance to thanks my regarded supervisor (Mr. Masrur Ali, Head of the HR) who was dependably there for me to help. At whatever point I confronted any issue, he gives me the rule and showed how I could oversee myself to continue and finish the report. He generally gave me his valuable input at whatever point required for the report. He gave me his significant time from their bustling timetable at whatever point I required him. I am extremely lucky and regarded working under their watch and rule all through the semester.

Finally I get a chance to thanks the greater part of the worker who were with me in the BEXIMCO was extremely helpful and agreeable with me. They generally give me the much needed help related with the work and constantly persuaded me working with them. They had helped me to comprehend numerous specialized things in numerous divisions and it was simple for me to adapt with the BEXIMCO culture effortlessly for their supportive and neighborly conduct.

Chapter One Introduction

Today the BEXIMCO Group ("BEXIMCO" or the "Group") is the biggest private sector group in Bangladesh. BEXIMCO was established in the 1970's by two siblings – Ahmed Sohail Fasiur Rahman and Salman Fazlur Rahman. Since the good 'old days, the Group has developed from being principally an items exchanging organization to a main, broadened amass with a nearness in industry parts that record for about 75% of Bangladesh's GDP. BEXIMCO's corporate mission is "Taking Bangladesh to the world". As BEXIMCO has become throughout the years, the leader stage now has tasks and ventures over an extensive variety of enterprises including materials, exchanging, marine sustenance, land improvement, accommodation, development, data and correspondence innovations, media, pottery, avionics, pharmaceuticals, money related administrations and vitality. The Group offers its items and administrations in the local Bangladesh advertise and additionally global markets. BEXIMCO is the biggest manager in the private segment in Bangladesh and utilizes more than 60,000 individuals around the world.

The BEXIMCO name has now turned out to be a standout amongst the most unmistakable brand names in Bangladesh. It is synonymous with development, trust and quality. The Group comprises of four traded on an open market and seventeen secretly held organizations. The traded on an open market organizations – Bangladesh Export Import Company Limited, Beximco Pharmaceuticals Limited, Shinepukur Ceramics Limited and Beximco Synthetics Limited – have a consolidated market capitalization of roughly \$617.34 million. The Group had add up to incomes of \$834 million in the year finished December 31, 2010.

BEXIMCO incorporates one of South Asia's biggest vertically coordinated material and article of clothing organizations. The Textile division is a completely incorporated maker of cotton and polyester mixed pieces of clothing for men, ladies and youngsters, both for residential and trade markets. BEXIMCO is additionally the biggest exporter of pharmaceuticals in Bangladesh with a nearness in 45 nations. The Pharmaceuticals division fabricates and offers bland pharmaceutical detailing items, dynamic pharmaceutical fixings (API) and intravenous (IV) liquids. The Group is also the largest ceramics exporter and has an investment in GMG Airlines, the largest private commercial airline in Bangladesh and in Unique Hotels & Resorts, which owns the Westin Hotel in Bangladesh.

State-of-the-art manufacturing plants located in the vicinity of Dhaka provide the Group with a highly cost effective manufacturing base. A majority of its plants are in the BEXIMCO Industrial Park, a vertically integrated self-contained facility. This facility provides ready access to captive power generation, water purification, liquid nitrogen, waste water treatment and other key infrastructure. The Group's global clients include some of the world's best known brands including BT, Chevron, Calvin Klein, H&M, JC Penney, Macys, Zara, UNICEF, Royal Doulton and Villeroy&Boch.

BEXIMCO is all around situated to profit by solid development crosswise over businesses in both the household and worldwide markets. Each Group organization is overseen by a free, proficient group with huge profundity of experience. Administration groups have built up an unmistakable key arrangement that will additionally reinforce the general stage. BEXIMCO expects to use its market position and worldwide scale, additionally expand tasks into exceptionally beneficial divisions, profit by the residential development opportunity and specifically seek after global open doors going ahead.

In acknowledgment of its corporate achievement and production of investor esteem, the BEXIMCO Group has and keeps on making noteworthy commitments to Bangladesh's general public. Supported associations incorporate "Proyash", a particular establishment that works for the all-encompassing advancement of kids with exceptional instructive needs and "GonoSahajjoSongstha", an organization that gives training to the underprivileged. BEXIMCO was additionally an official supporter of the Bangladesh National Cricket group for the ICC Cricket World Cup 2011 and furthermore the official title backer of the FIFA cordial match amongst Argentina and Nigeria held in September, 2011.

Origin

Keeping in mind the end goal to satisfy the incomplete necessity of MBA program, honorable supervisor Mohammad ShibliShahriar, Faculty of Daffodil International college, allotted me to consider "An Evaluation of the Human Resource administration Practices of BAXIMCO." trailed by a detail report.

Background

The internship period which is important to finish the MBA program practices a noteworthy significance as it empowers an understudy to acquaint with the commonsense business exercises. The understudy work shutting with individuals of an association and find out about the capacity of that association. This program empowers an understudy to build up his/her diagnostic ability and educational state of mind. This give an account of the subject "HRM Practices in BEXIMCO." has been set up amid the Intern position period covering 3 months beginning from March 2018 to May 2018 at Gulshan-1, Head Office Branch of "BEXIMCO." I was extremely lucky that I could use the whole 3 months of temporary job for picking up involvement in the exceptionally efficient office condition in such a rumored association i.e. "BEXIMCO." Therefore, this report is the consolidated result of the information picked up from the books and addresses of the classroom and the viable encounters of the entry level position period.

Objectives: Broad Objectives

The broad objective of the study is to evaluate the human resources management practices of BEXIMCO.

Specific Objectives:

1. To Identify Human Resource Management Practices and Policies of BEXIMCO.
2. To analyze the Human Resource Management Practices and Policies of BEXIMCO.
3. To find out some problems of those practices.
4. To make some suggestions to overcome those problems.

Scope

The arrangement of equivalent business opportunity (EEO) and hostile to separation applies to all parts of the connection among Beximco and its representatives, including:-

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and compensation organization
- Employee advantages and utilization of arrangements

The report covers the operational and useful territory of HR Policy and Development Strategy of BEXIMCO.

In the authoritative part the spotlight has about been given on the history and arrangement of BEXIMCO, its structure, procedures and the development speed.

The authoritative part underscores the hypothetical clarification of enrollment and choice, preparing and advancement and it's connected with vital measurement like the major HRM rehearse.

On the real part covers the "HR approach and Development procedure of BEXIMCO", it will be expected to ponder nature and human asset practices of the association which runs the direction of successful HR strategy.

Methodology

The internship report has been set up based on "at work" involvement with the BEXIMCO. Gulshan-1 Office, situated at Gulshan, Dhaka. Working with the association for a small time of three month is the fundamental part of securing information and data to assess the way of life, working condition and comparable kind of issues of the association.

- **Study Design:-**

The report was completely investigative in nature. Information have been gathered from both essential and auxiliary sources. This investigation for the most part in light of auxiliary information accessible from the different divisions and branches of BEXIMCO, furthermore, other vital data have been gathered from the google, applicable diaries of BEXIMCO.

- **Primary Data likewise with respect to:-**

1. Face to confront discussion with officers and staffs.
2. Contact with the course educator.
3. Practical work involvement with various work area.

- **Secondary wellsprings of information:-**

1. Files and reports of the organization
2. Different papers of the organization
3. Websites of BEXIMCO

Limitations

The present investigation was not out of restrictions. Be that as it may, as an assistant it was an remarkable open door for me to know how companies exercises in Bangladesh particularly BEXIMCO. A few restrictions are examined beneath:

1. The fundamental limitation of the investigation is inadequacy of data, which was required for the examination. There are different data the workers of the organization can't give because of security and corporate commitments.
2. Months of entry level position period is somewhat brief period to gather all the required data while playing out the obligation as an assistant.
3. Due to time confinements a considerable lot of the perspectives couldn't be examined in the present report.
4. Since the organization faculties were exceptionally occupied, regardless of being, they gave personal time to Knowing HR work Procedure.
5. I did such an examination out of the blue; in this way, in encounter is one of the primary imperatives of the investigation.

Chapter Two
Company overview

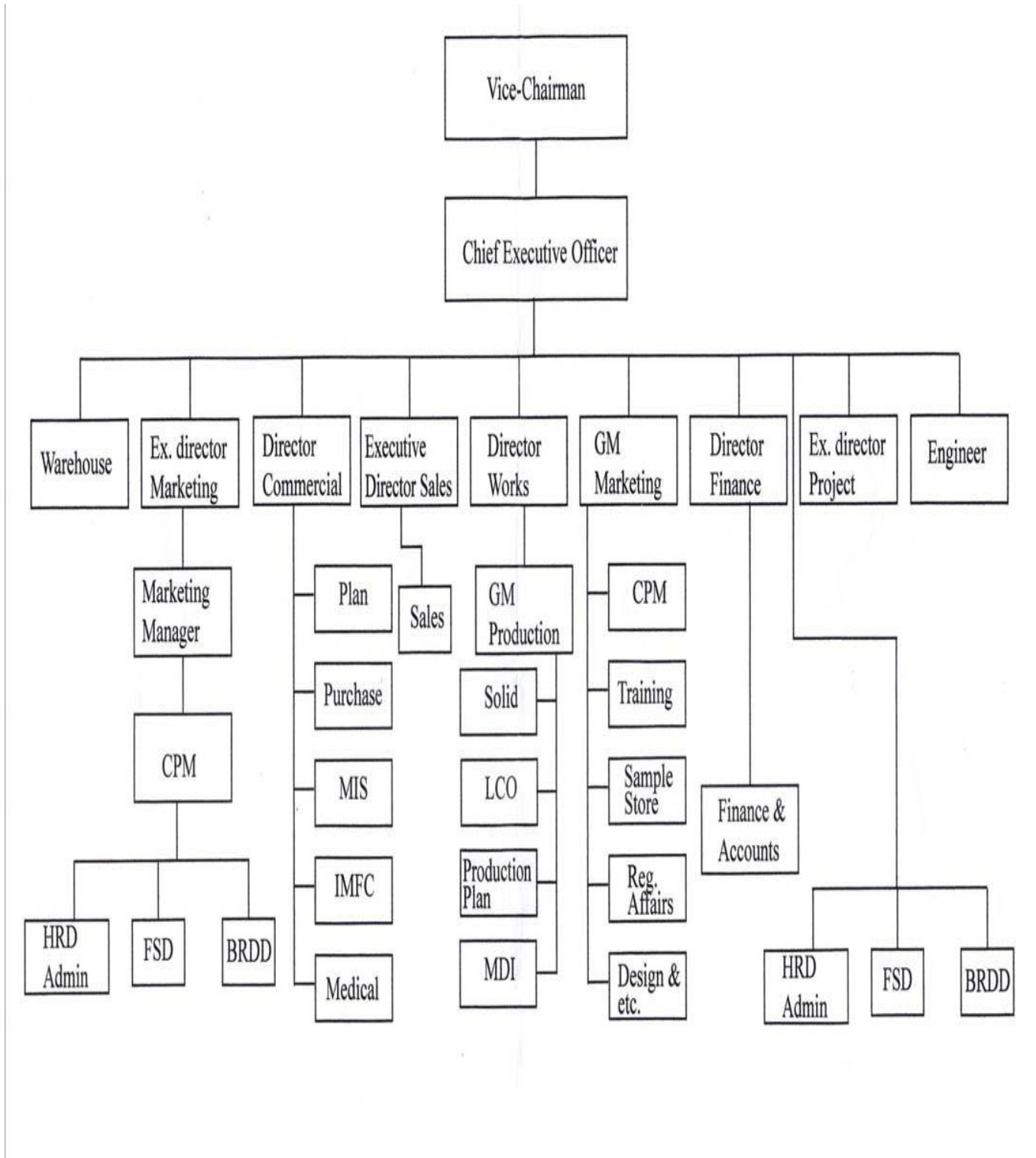
Beximco Group [Bangladesh Export Import Company Limited]

Bangladesh Export Import Company Limited is the biggest organization inside the BEXIMCO Group and works over numerous industry verticals. The organization is available in materials, land and friendliness, marine sustenance and products exchanging, ICT, pottery and flying. The organization's biggest division is Textiles, which is a completely incorporated maker of cotton and polyester mixed articles of clothing for men, ladies and kids, both for local and fare markets.

BEXIMCO Group works as a mechanical aggregate in Bangladesh. Its business zones incorporate jute, materials, fundamental chemicals, pharmaceuticals, and earthenware production, and additionally land and development, building, media, data innovation, and exchanging and money related administrations. The organization makes pharmaceutical plans and dynamic pharmaceutical fixings, including anti-infection agents, antihypertensive, against diabetics, hostile to retroviral, and hostile to asthma inhalers, and also unfavorably susceptible scatters, analgesics and antipyretic, hostile to infective, cardiovascular, focal sensory system, hack and chilly, eye care, endocrine and diabetes, gastrointestinal, intravenous liquids, musculoskeletal, oncology, respiratory, healthy skin, and vitamins and minerals supplements. It likewise fabricates and sends out yarn, texture, sew, denim, exceptional yarn, and without wrinkle items, and in addition men's dresses and easygoing shirts; women tops, bottoms, and pullovers; and woven and sew articles of clothing to the United States, Canada, and Europe.

Moreover, the organization takes part in the exchanging, land, and development of gas transmission lines, mechanical/business, skyscraper flat structures, different kinds of developments, pump stations, streets and interstates, control transmission lines, water powered structures, seaward structures, spans/courses, and railroads; speculation and money related administrations; aeronautics and vitality; and property administration and advancement administrations. Further, it gives porcelain and bone China flatware to silverware organizations in the United Kingdom, the United States, Spain, Italy, Australia, New Zealand, Norway, Sweden, Russia, the United Arab Emirates, Denmark, Germany, France, Mexico, Turkey, and India. Moreover, the organization offers web access arrangements; data innovation administrations; and travel administrations. BEXIMCO Group was established in 1965 and is situated in Dhaka, Bangladesh.

Organogram of Beximco Group



Corporate Culture

"BEXIMCO" is a most taught organization with an unmistakable corporate culture. They have confidence in shared importance, shared understanding and shared sense making. Workers of "BEXIMCO" see and comprehend occasions, exercises, destinations and circumstance unmistakably. They are sufficiently competent to their behavior and decorum, character and independence to suit the reason for the organization and clients who are of foremost critical for them.

Departments Overview of the Beximco Group

Beximco Group works its business through broad departmentalization as required for indicated viability of the assignments. The business exercises of Beximco Group are coordinated, controlled and checked from the head office of Beximco Pharmaceuticals Ltd. Being a main Pharmaceutical organization in the nation it utilizes a decent number of individuals in various offices to keeps its business flourishing. The accompanying significant offices organize the exercises of Beximco Group:

- Strategic Brand Management (SBM) office
- Planning office
- Procurement Department
- IT office
- MIS Department
- Sales office
- Training office
- Project administration and Business Development Department
- International Marketing office
- Finance and Accounts office
- Human Resource Department (HRD)
- Market Research and Statistical Cell (MRC) office

Brief Description of IT Division

IT Division

The IT Division deals with add up to mechanization of Beximco Group. It bolsters the equipment and programming system of the organization and the processing plant. In increases, Bangladesh Online (BOL) symbolizes the most dependable Internet and Data Communication Services in the nation gave by the IT Division of Bangladesh Export Import Co. Ltd. (BEXIMCO).

BOL was propelled in December 1999 with the sole point of keeping their web clients in the data super interstate with the quickest access to the net. There unparalleled commitments towards client administrations and backings alongside appropriation of the most recent innovations helped them turning into the most trusted Internet Service Provider in the nation.

Elements of the IT division are:

- Web page outlining.
- Internet specialist co-op
- Developing interactive media introduction for introduction programs.
- making recordings of gatherings, meeting and so on.
- keeping the records of yearly gathering and other gathering.

Brief description of others departments

Strategic Brand Management (SBM) Department

The activities of SBM are:

- ✓ Market research
- ✓ Selection of new product
- ✓ Design and testing of product (DTP)
- ✓ Sample store (logistics) management
- ✓ Making strategy

Procurement Department

Previously it was known as Purchase department. The procurement department deals with all the purchase of the organization such as:

- ✓ Internet service related raw materials.
- ✓ Packaging materials.
- ✓ Office equipment's.
- ✓ Machinery's etc.

Accounts & Finance Department

The activities of the Accounts and finance department are carried over by talented and adequate person. The functions of Accounts and Finance department are carried over five sections. Actually proper control purpose, they subdivide their functions to the several sections. The sections of Accounts and Finance department are as follows:

- ✓ IOC&BP
- ✓ Financial Accounts- Strategic Business Unit (SBU)
- ✓ Financial Accounts- Non- Strategic Business Unit
- ✓ Treasury
- ✓ Tax And Payroll
- ✓ Leasing And Legal Affairs

Sales Department

Sales department is a marketing execution department. It supplies sales forecast to the planning department. The activities and function of Sales department is very important. The profit of the company is dependent on the sales. Sales department assigns selling responsibility to the department employees.

Human Resource Department

Major Activities of HR departments are as follows:

- ✓ Prepare Recruitment policy and procedure
- ✓ Placement of employees
- ✓ Human Resource Development planning
- ✓ Organizational structure review and modification
- ✓ Career planning
- ✓ Hiring and firing
- ✓ Job description preparation
- ✓ Conducting appraisal at the end of each year
- ✓ Maintaining and developing employee's personal files Safety-security.

Project management & Business Development Department

Project management & Business Development Department began its operation from January 1, 2000. It is working on market development, both domestic and international. Major functions are as follows:

- ✓ New product study
- ✓ New technology study
- ✓ Project feasibility study

MIS Department

The MIS Department takes care of total automation of Beximco Group. It supports the hardware and software network of the company and the factory.

Medical Department

This department is a unique department in this industry as Beximco Group established this first ever in order to create easy relationship through using the professional linkage with the doctors.

Training Department

Training Department deals with the training activities of the company. Beximco Group frequently arranges training program for employees for their development of skills.

International Marketing:

International Marketing deals with the international marketing policy and procedures. Now day by day export of Beximco Group is growing.

Industry Verticals

1. TEXTILES

- BEXIMCO Textile Division
- Yellow
- BEXIMCO Synthetics
- BEXIMCO Jute

2. Pharmaceuticals

3. Ceramics

4. Real Estate & Trading

- Beximco Engineering
- Marine Food
- Real Estate

5. ICT & Media

- Beximco IT Division
- Independent Television
- Independent Newspaper
- Beximco Computers

6. Financial Services

- IFIC Bank
- Beximco Securities

7. Energies

- Beximco Petroleum
- Beximco Power

Listed Companies

- Bangladesh Export Import Company
- Shine Pukur

Objective of the Company

Company summary

Bangladesh Online (BOL) symbolizes the most dependable Internet and Data Communication Services in the nation gave by the IT Division of Bangladesh Export Import Co. Ltd. (BEXIMCO). BOL was propelled in December 1999 with the sole point of keeping our web clients in the data super interstate with the quickest access to the net.

Our unparalleled commitments towards client administrations and backings alongside appropriation of the most recent advances helped us turning into the most trusted Internet Service Provider in the nation. Our prosperity history is based on our administration's sense of duty regarding keep up the administration brilliance that each client should be 100% fulfilled.

Mission

Every one of our exercises must profit and increase the value of the district of our general public. We solidly trust that, in the last investigation we are responsible to every one of the constituents with whom we cooperate; in particular: our representatives, our clients and our kindred subjects.

Vision

We are the pioneer in giving web administrations, programming and frameworks incorporation administrations. We guarantee that our clients are effective by comprehension and being receptive to their requirements, and additionally working cooperatively with them to give one-stop speedier, cost-aggressive and versatile administrations that make upper hands in the realm of electronic correspondence.

Values

We trust that how we work together is central to our prosperity. Our dedication is exemplified by "The BEXIMCO Way" a center esteem articulation which features the significance of Customer and Market Focus, High Performance, Integrity and Respect, Spirit, Collaboration and People Development. Our representatives are the way to living these qualities and we are resolved to give a workplace to our workers that cultivate The BEXIMCO way. We are to a great degree glad for our workers, who consider important their duty to typify these qualities in their associations with each other, and with our clients, providers, and group. We likewise are to a great degree pleased with our sense of duty regarding the groups where our representatives live and work. We trust that being a piece of the group incorporates a duty to contribute something beyond employments.

Objectives / Goal

Our goal is to make internet services available to everyone in Bangladesh. Additionally we aim to be internationally renowned as a high quality software developer.

Equal Employment Opportunities

BOL's long-standing policy is to afford equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, age, sex or handicap.

Strategies and policies of BEXIMCO

The Strategic Human Resource Management (SHRM) literature envisions HR managers as utilizing, in effect, a kind of toolkit of HRM methods that can be crafted into overall organizational HR systems. Schuler (1988), for example, argues that the general organization strategies firms generate give rise to a need to promote specific behaviors on the part of employees (e.g. risk-taking vs. risk avoidance, individual vs. team based, innovative vs. conventional); HR strategies are then designed to elicit desired behavioral repertoires. Issues addressed in HR strategy formulation include- staffing, compensation, training & development, motivation& maintenance.

1. EMPLOYEE INSURANCE COVERAGE

- ❖ **Medical Insurance coverage** Maximum Hospitalization Benefit per insured per Disability. Room & Board Limit per Disability 40%. Room & Board limitation Increase or Decrease by Their Position.
- ❖ **Other Hospitalization Expenses/ Services** Total Limit per Disability (includes Surgeries, Medicine, Anesthesia, and Doctor Visit etc. during Hospitalization), here Employee can get 60%. It's Not Equally. It's based on their position.
- ❖ **Accidental death benefit** also be paid by Company.
- ❖ **Maternity Insurance Coverage (for Management staff- Female)**
- ❖ **Life Insurance Coverage (For Management Staff)**
- ❖ **Medical Insurance Coverage**

2. LATE COUNT POLICY

- ❖ **New Policy Regarding Tardiness:** - To improve tardiness at work, it has been decided that if any employee is in coming to office twice in a week, than 1 day annual leave deducted from his or her register for each such Occurrence.

- ❖ **LEAVE POLICY**
 - Annul Leave
 - Medical Leave
 - Casual Leave
 - Maternity Leave
 - Leave without pay

3. TERMS AND CONDITIONS OF EMPLOYMENT

1. **General:** This document contains broad terms and conditions of service which are subject to change from time to time at the Company's discretion. Hence the employee is advised to contact the HR department /concerned Line Manager for policies / rules / regulations, as applicable.

2. The following details will be mentioned in the Appointment Letter issued to the Employee by the company at the time of appointment:

- Post
- Basic Salary
- Other Allowances/Benefits, if any
- Date of Appointment (if no date of appointment is mentioned then the date of joining shall deem to be the date of appointment).

3. The following terms and conditions shall form a part of the appointment letter

4. Increment & Promotion: Depending on the efficiency and quality of Employee seniority shall not, however be the only criterion for increment and or promotion. The company in its sole discretion shall decide both increment and promotion.

5. Probation/Training: Minimum three months which may be extended from time to time at the discretion of the company if the performance of the Employee is not satisfactory. However, if the appointment is on temporary basis, this clause will not apply.

6. Termination: Either of the parties may terminate the employment by giving two months' notice in writing or two month's salary in lieu thereof. The notice period should terminate with the end of a month. However, during the probation/ training period the company can terminate the service of the Officer/Staff without any notice whatsoever.

7. Traveling: Traveling cost for any official work of the company, shall be borne by the company at actual.

8. Leave

- Annual Leave = 15days
- Medical Leave = 15 days
- Casual Leave = 10 days
- Provided that –
 - i) No casual and / or annual leave will be granted to the Employee during the period when it is convenient for the management to allow the same. In other words, no such leave will be granted when the Employee has any work to do in the office.
 - ii) No medical leave will be granted without the application being accompanied by the medical certificate issued and /or countersigned by the Medical Officer of the company.

iii) Total annual leave cannot in any way be accumulated more than 60 days in a year. A Leave in excess of sixty (60) days shall automatically be lapsed. The company, however, can grant extraordinary leave with or without salary in exceptional cases.

9. The Employee may be posted anywhere in Bangladesh at the sole discretion of the company.

10. The Employee shall serve the company according to the best of his skill and ability and faithfully and observe the orders/directions of the management and in all respects conform to and comply with the directions and regulations of the company issued from time to time. Any violation of the same shall tantamount in misconduct.

11. The Employee shall devote whole time during the office hours and his best endeavor to promote the business and interests of the company and shall not without the previous consent of the management be employed in any way or for any purpose whatsoever for any part of his time outside office hours by any person, firm or company other than this company.

12. The Employee shall not (except so far as is necessary and proper in the ordinary Course of his employment) disclose to any person any information as to the practice, dealings and affairs of the company or any of its Customers or as to any other matters, which may come within his knowledge by reason of his employment as aforesaid.

13. The Employee shall execute an oath of secrecy and shall never divulge any secret/confidential matter to any outsider. In case of default he shall be liable to pay compensation to the company and shall also be dismissed from service.

14. The Employee shall not –

- Enter into any speculative transactions or dealings in shares, securities or otherwise whatsoever;
- Engage himself/herself in gambling, racing, betting or wagering contracts
- Engage him in any kind of business whatsoever;
- Participate in any political or subversive activities;
- Accept any gifts or presents from any customers or prospective customers of the company,
- Remain absent from duty without obtaining prior sanction of leave;
- Leave the premises during office hours (excluding for lunch) without the permission of or instructions his immediate superior officer;
- Misbehave with colleague(s) or superior officer(s).
- Disclose any secret/confidential matter.
- Leave country without permission of the company.

15. The Employee shall be liable to be dismissed or any lesser punishment if he commits any misconduct during the tenure of his office and / or violates of any of the aforesaid conditions. Â pending any enquiry against an Employee he may be suspended from office and during suspension he would be entitled to half of his salary.

16. Obligation of confidence-You may have access during the course of employment to or become acquainted with information, which may be designated by the company as confidential or reasonably be regarded as a trade secret. The confidential information may include (without limitation), any document or information marked as confidential, and any other information, which you may receive or develop in the course of your employment, which is not publicly available and relates to the business. E.g. operations, finance, legal affairs and other conditions of the company or its associated companies and other matters not readily available to persons not connected with the company or its associated companies either at all or without a significant expenditure of labor, skill and money. You shall agree, both during and after your employment, to maintain the confidentiality of this information and to take reasonable measures to prevent unauthorized disclosure or to use by any other person or entity. You shall also agree not to use, both during and after employment the confidential information for any purpose other than the benefit of the company as determined by the Management. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

17. The Employee shall take permission from his/her Department Head before leaving the station and shall inform the address and contact number where he/she would be available during the period of his/her absence from the station.

18. The Employee shall retire at the age of 57 years.

19. All other terms and conditions of service shall be governed the ordinary law of employer and employee.

20. Any employee found, known or reported to be trying to leave the employment (seeking employment elsewhere, applying for employment for studies or in whatever other ways) shall be deemed to have resigned and shall be dealt with accordingly.

SWOT analysis of the BEXIMCO

Strength

Beximco Ltd.is a rapidly expanding Company. After starting has doubled the net turnover by the year of 2006. All the units of the factory enjoy higher use of machinery that is imported from Germany, Switzerland, Italy & Japan. As a result it can maintain a smooth rate of production. Well trained human recourses are strengths of the company. They train up their key personal within the country and in abroad. In this way the company can get some competitive advantages over the competitions.

Weakness

Beximco is highly dependent on Cotton. And raw materials of cotton are becoming expensive. Sometimes transaction time at Ports and transportation time create many problems there. And the higher taxes, power and interest rates are also included in weaknesses of this textile company.

Opportunity

There are bright opportunities for the Company in the overseas market. If it can communicate well and capture a significant market portion in the Europe and USA market, it can be the leader in textiles fields. Growth rate of Domestic Textile Industry is increasing. Besides this, Product development and Diversification are also happening to cater global needs.

Threats

For Beximco Competition level is increasing both in local and abroad market. And the competition will be stiffer among the other foreign competitors like Srilanka, China, Pakistan and India are prominent. To balance between demand & supply and price & quality are also included in threats this company.

Chapter Three **Theoretical Aspects** **Human Resource Policy**

The word reference significance of "strategy" is a "plan of activity" and that "plan" is an approach. Arrangement is making and arranging is, along these lines, synonymous. "An arrangement" says Filippo, "is a man-made govern of pre-decided strategy that is set up to manage the execution of work toward the association targets. It is a sort of standing arrangement that serves to control subordinates in the execution of their errand."

Yoder watches, "A strategy is a pre-decided, chosen course settled as a guide toward objectives and destinations... They (Policies) set up the system of controlling rules that encourage assignment to bring down levels and allow singular administrators to choose suitable strategies or projects... as opposed to these, HR approaches are those that people have created to keep them on the track towards their staff goals... Management arrangements are produced by working associations to keep them on course made a beeline for their hierarchical targets. These characterize the intensions of the association and fill in as rules to give consistency and progression to add up to activities... They give a base to administration by practicality.

In this manner HR approaches alludes to standards and guidelines of direct which "define, rethink, break into points of interest and choose various activities" that administer the association with representatives in the fulfillment of association targets.

HRM is the arrangements and practices engaged with completing the general population of human asset parts of an administration position including selecting, screening, preparing, fulfilling, and evaluating.

The expression "Human Resource Management" has been usually utilized for about the last ten to fifteen years. Before that, the field was for the most part known as "Faculty Administration".

The name change isn't only corrective. Work force Administration, which developed as an unmistakably characterized field by the 1920s (in any event in the US), was to a great extent concerned the specialized parts of procuring, assessing, preparing and remunerating representatives and was especially of "staff work" in many associations. The field did not ordinarily center around the relationship of divergent business rehearses on general hierarchical exhibitions or on the precise connections among such practices. The field additionally did not have a bringing together worldview.

HRM created in light of the generous increment in focused weights. American Business Organizations started encountering by the late 1970s because of such factors as globalization, deregulation and quick innovative change. These weights offered ascend to an improved worry with respect to firms to take part in vital arranging - a procedure of suspecting future changes in the ecological conditions (the nature and also level of the market) and adjusting the different segments of the association so as to advance hierarchical adequacy.

Despite the fact that the specialized parts of customary faculty organization are as yet a necessary segment of HRM, technique plan and execution has turned into its prevailing and coordinating worldview. Human asset chiefs are worried about planning general business frameworks that are inward correlative and eventually add to the association's achievement of its key objectives. The capacity is additionally observed to be considerably nearer to the vital peak of the firm than work force organization.

The Strategic Human Resource Management (SHRM) writing imagines HR chiefs as using, in actuality, a sort of toolbox of HRM techniques that can be made into general authoritative HR frameworks. Schuler (1988), for instance, contends that the general association procedures firms produce offer ascent to a need to advance particular practices with respect to workers (e.g. hazard taking versus hazard shirking, singular versus group based, imaginative versus customary); HR techniques are then intended to evoke wanted behavioral repertoires. Issues tended to in HR technique definition incorporate staffing, remuneration, preparing and advancement, motivation& support.

Estimation of Workforce

The estimation of workforce in an affiliation is done by the organization to choose the number and sort of agents to be required by the relationship at a given motivation behind time. The basic conviction of an affiliation is with the true objective that the human resource in an affiliation dependably hints at change in regards to its present and future sight. Additional HR are expanded through new business, open doors through staff progression, through trade and through minimization. On other hand, work constrain are lost through purposeful quit, destruction, dismissals, end and retirement. Human resource organization of an affiliation rolls out the improvement for wastage, predicted and expected disasters and separations, by then finds the veritable need and surplus number.

Purpose

HRM rehearse is genuinely late one. Presently a days, numerous famous and multinational organizations have isolate Human Resource Department. The Human Resources Management (HRM) work incorporates an assortment of exercises, and key among them is choosing what staffing needs you have and whether to utilize self-employed entities or contract representatives to fill these necessities, selecting and preparing the best workers, guaranteeing they are superior workers, managing execution issues, and guaranteeing faculty and administration hones affirm to different controls. Exercises additionally incorporate dealing with the way to deal with representative advantages and remuneration, worker records and staff approaches. In any case, they ought to dependably guarantee that representatives have and know about work force strategies which affirm to current directions. This Human Resource (HR) has been formalized to diagram the general terms, conditions and advantages of the administration and Rules and Regulations administering work with Beximco in Bangladesh.

Human Resource gives general reference direction on the HR Policies and Procedures and is proposed with the end goal of data as it were. Beximco has the privilege to modify, change or stop every once in a while the entire or part of the HR Manual at its whole tact.

Functions

Human Resource Management is essential capacities in associations. It is winding up more imperative than any other time in recent memory. Line Managers are getting engaged with HRM, and human asset supervisors are getting to be individuals from the administration group. Likewise, everybody in the association can make a commitment to the administration of individuals and the achievement of the association in the meantime. Human Resource Management incorporates an assortment of exercises, for example, the accompanying.

HR Planning

By examining the present workforce will enable the organization to assess the division execution and acknowledges what sorts of staff are required keeping in mind the end goal to frame the aptitudes which they required. Proprietors need to utilize the correct number of staff with a specific end goal to make the workforce more effectiveness. An excessive number of representatives will expand costs, and excessively few won't capable, making it impossible to complete of its work. Subsequently, proprietors need to investigation both current HR inside the associations, and feasible arrangements or techniques of the association and the impact on HR.

At whatever point an association is presently the deciding its human asset needs, it is occupied with a procedure we call human asset arranging. HRP is a standout amongst the most imperative components in a fruitful HRM program; since it is a procedure by which an association guarantees that it has the correct number and sort of individuals, at the opportune place, at the ideal time, prepared to do successfully finishing those assignments that will enable the association to accomplish its general vital goals. For example,

- To guarantee ideal utilization of Human Resources
- To give control measure
- To decide enlistment's level

- To suspect redundancies
- To deciding preparing levels
- To organize administration improvement program
- To get to future settlement
- To demonstrate about lead time.

Recruitment & Selection

Effective work arranging is intended to distinguish an association's human asset needs. Once these necessities are known, an association will need to take care of meeting them. The following stage, at that point, in the staffing capacity expecting, of course, that interest for specific aptitudes, information, and capacities is more prominent than the present supply enrolling. This movement makes it feasible for an organization to get the general population important to guarantee the proceeded with activity of the association.

As per Decenzo and Robbins "Enlistment is the way toward finding potential occupation contender for genuine or foreseen authoritative opportunities. Or then again from another point of view, it is a connecting action uniting those with employments to fill and those looking for occupations.

Necessity of Recruitment

Enrolling will probably accomplish its goals if selecting sources mirror the kind of position to be filled. There are a few manners by which HRM has changed before states of mind and suspicions of work force administration about overseeing individuals.

The new model of HRM incorporates numerous components crucial to the essential administration objective of accomplishing and looking after intensity.

To begin with, HRM prior responded piece-supper to issues as they emerged. Compelling HRM now progressively looks to interface HRM issues to the general methodology of the association. Associations with the best HRM arrangements and practices look to coordinate such approaches in corporate methodologies and to fortify or change an association's way of life.

Second, building solid societies is a method for advancing specific authoritative objectives, in that "a 'solid culture' is gone for joining workers through a common arrangement of authoritatively endorsed qualities ('quality', 'benefit', 'advancement', and so forth.) That accept a distinguishing proof of representative and business interests.

Third, the state of mind that individuals are a variable cost is, in powerful HRM, supplanted by the view that individuals are an asset and that as social capital can be created and can add to upper hand. Progressively, it is acknowledged that upper hand is increased through knowledgeable and prepared, spurred and conferred representatives at all levels.

"The presence of strategies and practices intended to understand the dormant capability of the workforce at all levels turns into the litmus trial of an association's introduction.

Fourth, the view that the interests of workers and administration or investors are disparate and confliction - however generously valid in the past - is offering path to the view that this need not really be so.

Fifth, top-down correspondence combined with controlled data stream to keep control inside the control of administration classifications is steadily offering route to a sharing of data and learning. This change encourages the formation of trust and responsibility and makes information more profitable. Control from the best is being supplanted by expanding representative support and arrangements which encourage responsibility and adaptability which help associations to change when essential.

Human Resource Policy

Beximco puts stock in enlisting the best and the most ideal 'individual for the activity' through a fair-minded and straightforward process.

Beximco has confidence in execution driven work hones through characterized objectives and destinations, estimated through Key Performance Indicators, under a Performance Management System.

At Beximco advancements will be founded on the reviewing of parts, contingent upon the profundity and broadness of the part, the specialized parts of the part, and changes thereof, notwithstanding the execution of the people concerned.

At Beximco, workers will be engaged with an empowering domain for them to convey steady outcomes.

Beximco will center on a selecting for an imaginative and high performing corporate culture. Beximco will remunerate comes about orientated exertion.

Beximco puts stock in shared qualities and it will keep up the most elevated and incentive on moral respectability, fair direct, trained conduct and sense of duty regarding both work and family.

Equal Employment Policy

Beximco is an equivalent open door business. The reason for this approach to precludes separation and provocation of any kind and bears rise to business chances to representatives and candidates without respect to race, shading, religion, sex, national inception, age, handicap or hereditary data. Beximco adjusts to the soul of EEO and will make fitting move to utilize passage work hones.

The officers of Beximco will be in charge of the dispersal of this strategy. Chiefs and bosses are in charge of executing rise to business hones inside every office. The HR office is in charge of observing general consistence.

Procedures

Beximco is completely dedicated to the most extreme usage of workers' capacities and to the standards of Equal Employment Opportunity (EEO). Candidates and workers are assessed based on governmental policy regarding minorities in society design and occupation execution - not based on race, shading, religion, sexual orientation, beginning, age and conjugal status.

Execute the strategy is as per the following:

- Equal work opportunity happens in all business works on: procuring, pay, benefits advancement, exchange, determination for preparing and end.
- Beximco resolved to pay all the pay and advantages according to the arrangement endorsed by the Board. Moreover, Beximco is additionally dedicated to payout the celebration reward first-time in a year amid the Ramadan for every single qualified representative and second - time with the qualified individual worker's religious celebration.
- Beximco resolved to give each worker a workplace free from provocation. Exclusively and group savvy, we will share the duty regarding understanding the colossal significance of an aware workplace. What's more; fear, dangers, compulsion or segregation in some other shape against anybody is entirely restricted.
- The CEO of Beximco fills in as Compliance Officer, Equal Employment Opportunity Committee and Head of Human Resources fills in as Member, Equal Employment Opportunity Committee with general duty regarding checking program adequacy and guaranteeing consistence with this arrangement.
- Functional Managers at all levels are in charge of guaranteeing full consistence with this approach in their particular regions.
- Each worker is in charge of supporting equivalent opportunity, helping the Beximco to meet its goals here and guaranteeing that their own particular delegate conduct matches to the Company's responsibility regarding approach business opportunity.
- Any activity conflicting with the Beximco sense of duty regarding measure up to business opportunity (regardless of whether formal or casual) must be accounted for to Member/Officer, Equal Employment Opportunity Committee.
- Based on the level of irregularity, the denounced worker will experience representative disciplinary activity which may lead business end from Beximco. HR will guarantee preparing and mindfulness for successful execution.

Chapter Four

Human Resource Management in BEXIMCO

Recruitment Policy & Selection Process

The organization takes a stab at enlisting the most ideal contender for the empty positions. All enlistments are guided by reasonable rivalry. No undue weight, favouritism, nepotism or dutiful thought should represent the determination of applicants.

- The organization has faith in empowering profession advancement of its workers; subsequently inclination might be given to meriting inner possibility for topping off opening with higher occupation duties.

- Candidate determinations, for example, capabilities, particular information/aptitudes, encounter required,

And so forth will be dictated by Department/Unit makes a beeline for the "particular" employment prerequisites. In any case, notwithstanding these, versatility to Beximco "shared qualities" is likewise critical.

Sourcing

- Talent Market Communication
(Industry/Bdjobs/LinkedIn/Facebook/IJP/employee referral)
- Matching of Résumé & Role Profile
- Foreign Recruitment (Head Hunter/ Foreign Job Portal)

Screening

- Budget
- Talent Market
- Market Comparator
- Targeted University
- Role Profile

Written Test

- Specific Function

Interviewing

- Interview Panel (2 Grade senior)
- Assessment (Behavioral/ Leadership/Functional/Psychometric)
- Number/Layer of interviews

Selection

- Budget
- Competency Mapping
- Interview Performance

Negotiation

- Budget & Expectation
- CTC

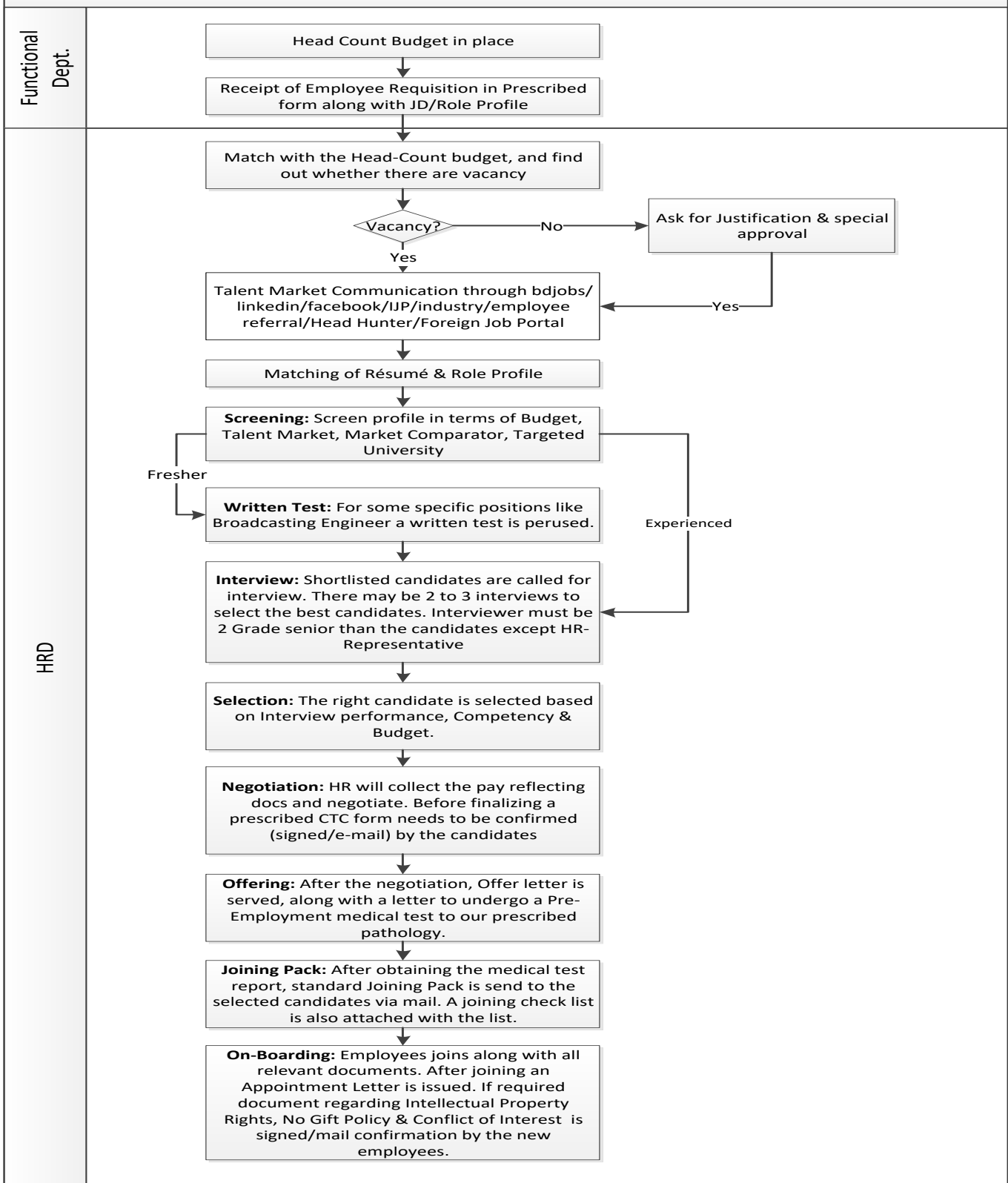
Offering

- Offer Letter
- Pre-Employment Medical Test
- Joining Pack

On-Boarding

- Capex/OpenX
- Appointment Letter
- Intellectual Property Rights
- No Gift Policy
- Conflict of Interest

Recruitment Process Flow of Management Employees



Selection Process

Beximco is continually taking a stab at the best abilities from its objective market. It is an "Equivalent Opportunities Employer". All enlistment choices depend on the legitimacy and the requirements of the activity. The choice and on-boarding process incorporates the followings:

Process Model:

Step-1: Management detail Organogram and Headcount spending plan in accordance with strategy for success.

Step-2: HOD of any Department raises representative order to HRD in endorsed arrange alongside Job Description/Role Profile.

Step-3: HR matches with Head Count Budget and check opportunity. On the off chance that there is no opening HR will request support and CEO's special case endorsement.

In the event that there is opening or extraordinary endorsement from CEO, HR will continue with enlistment.

Step-4: HR at that point source profile through Talent Market Communication. The sources might be bdjobs/LinkedIn/Facebook/IJP/industry/worker referral/Head Hunter/Foreign Job Portal and so forth.

Step-5: HR Matches Résumé and Role Profile and Screen profile as far as Budget, Talent Market, Market Comparator, and Targeted University and so on.

Step-6: For some particular positions like Broadcasting Engineer a composed test is examined.

Step-7: Shortlisted competitors are called for meet. There might be 2 to 3 meetings to choose the best competitors. Questioner must be 2 Grade senior than the applicants with the exception of HR-Representative.

Step-8: The correct hopeful is chosen in light of Interview execution, Competency and Budget.

Appointment Process

HR will should be affirmed (marked/email or Phone) by the applicants.

After the arrangement, Offer letter is served, alongside a letter to experience a Pre-Employment restorative test to our endorsed pathology.

In the wake of getting the restorative test report, standard Joining Pack is send to the chosen competitors by means of mail. A joining check list is likewise appended with the rundown.

Workers joins alongside every single pertinent report. Subsequent to joining an Appointment Letter is issued. On the off chance that required record with respect to Intellectual Property Rights, No Gift Policy and Conflict of Interest is marked/mail affirmation by the new representatives.

Management Training

Administration Training is a gathering of new ability work constrain who will get a brilliant introduction from the very first moment. In that capacity, they are relied upon to wind up the following pioneers of Beximco with significant expert capability, proactive slant with dynamic disposition.

Beximco will give Management Trainees Formal/Informal Training, On the Job Training with rotational assignments with various capacities and zones and Soft Skill Training for expanding their operational, Managerial and Leadership duty. This program will be supplemented by a formal learning condition alongside the direction under individual Mentors. Upon effective consummation of the two years' program, Management Training will be met all requirements to possess center administration limit as Assistant Manager at Beximco.

Training and development

Beximco comprehends that the nature of execution of its workers is the way to the accomplishment of Company's goals. Hence the Company is focused on building the limit of every one of its workers to meet and surpass execution desires. The Company executes this through its help of consistent picking up, adjusting, and change through its staff preparing and advancement programs. Beximco immovably trusts that the preparation isn't a cost however a speculation.

Training and development activities:-

The Company's preparation and improvement exercises are intended to accomplish at least one of the accompanying destinations:

- i. Increase the execution level of every representative in his/her present occupation against execution gauges;
- ii. Enable every worker to duplicate with the requests of new difficulties and patterns in their present or foreseen obligations;
- iii. Prepare representatives to attempt extra duties in their present position;
- iv. Prepare representatives for larger amount duties in expectation of conceivable advancement;
- v. Facilitate senior representative's advancement of an administration progression design.

Training and Development Framework

Beximco workers must be outfitted with fundamental devices and strategies as far as delicate aptitudes notwithstanding their center useful capacities.

It surely enables them to oversee ventures and connections in this aggressive business condition in a productive and viable way. Beximco People Development Framework will make a stage for constantly enhancing singular adequacy and additionally upgrading authoritative capacities to accomplish business goals. This system incorporates the accompanying projects:-

Introduction/Orientation Program

An acceptance program is important to help new workers to adjust with their parts as fast and viably as could be expected under the circumstances. An organized enlistment program causes the representatives to comprehend their activity, the division they work in and the association all in all. It makes the establishment between the representative and the business; and also enhances worker's resolve and sentiments about the new association they have joined.

I. Personal Effectiveness and Leadership Training Programs

Individual Effectiveness and Leadership Training Programs are fundamental to build up the representatives' administration and authority abilities. These projects help the representatives to be outfitted with the abilities required to confront future difficulties in unique business condition.

II. Functional Training Programs/ Need Based Training Program

Utilitarian preparing programs are important to build up the learning and abilities required to run business. Various types of utilitarian training can contribute in growing more drew in and aggressive representatives.

III. International Training Programs

Global preparing projects will give representatives the chance to get presented with business ideas and practices over the outskirts. Beximco can additionally improve representatives' capacities through these projects by giving them presentation to worldwide devices and procedures.

Role of Human Resource Department in Employee Training

Beximco workers must be outfitted with fundamental apparatuses and method.

Beximco Training arrangement is confined to help representative preparing which is connected to the person's particular occupations and his or her future improvement. The preparation program is required to improve work related information and in addition create specialized or administrative abilities.

Recommendation

As I have experienced every one of the divisions under Human Resources Management, I have concocted a few focuses, which can enhance the proficiency and additionally nature of the work. The investigation uncovers that the organization could do significantly more in the event that it was dealt with all the more effectively. In any case, a few stages might be taken to enhance the productivity and to expand the execution of the organization in future which are given beneath.

Cooperative Gap: - There should be need Cooperative& Communication with all Department member so that it may make a better relationship with all employee.

Logistic Support:- There should be need logistic support for all department. Like Scanner, Printer for all department.

Technical Problem: - Sometime there faced technical problem. There should be need faster improvement.

Need Seminar or Meeting for HR policy development: -There should be need HR seminar or meeting for all HREmployee. This seminar or meeting should spread various types of information which may help for back up.

Advance Training & Development: - There should need advance training & Development need flexible training program.

Develop or Update Job Description: -There ought to be require a set of working responsibilities for each situation inside an organization. The worker and the representative's director ought to have a duplicate of their expected set of responsibilities and a marked set of working responsibilities ought to be recorded in the worker's faculty document. A present place of employment portrayal should enable representatives to comprehend their activity obligations, and it ought to be the reason for their execution assessments.

Cultural surveys—Social studies help portray the workplace. Solicit workers an arrangement from standard inquiries, rehashed like clockwork, to perceive what has enhanced and what hasn't. At the point when representatives rate something low on an overview, work to comprehend the significance behind the words. Draw a gathering together to comprehend why it appraised low and after that you're ready to handle the main problems and make a change in the way of life.

Becoming more innovative and leading edge-HR needs to band together with authority on inventive projects that could include:

- Leadership improvement programs consolidating hypothesis and practice with assignments.

- Finding chances to offer perceive ability to CEOs from the representatives' point of view, for example, a month to month lunch with little gatherings.

- Culture and inside client benefit reviews that consistently measure viability and advance.

- Cross advancement and consistent improvement groups that take care of genuine issues in viability and proficiency.

- Mentor programs.

- New employ onboarding that gives new contracts a reasonable picture of organization culture, history and objectives of the association.

1. **Critical aspects of organizational effectiveness**- It's basic for associations to see how they're not quite the same as different organizations conveying comparable items. At the end of the day, associations need to know and use their one of a kind culture to keep up an upper hand. Other basic parts of hierarchical adequacy that HR can affect are:

- Hiring representatives who flourish in that culture.
- Ensuring there are regular frameworks that give fair and significant input to all levels of the association.
- Creating techniques for drawing in workers to utilize their best abilities.
- Ensuring representatives comprehend the organization objectives with customary updates and how the workers can influence those objectives.
- Providing a domain of persistent change, cooperation and collaboration.

For benefit organizations, it is vital to guarantee each representative comprehends the significance of being client driven.

Become a strategic business partner-Simply after HR has demonstrated it can deal with, with next to zero issues, the managerial side would it be able to start to impact the key side of the business. A HR proficient should first create reliable trust and certainty with the administration after some time. At that point, HR experts can work with administrators on the business course and execution desires and effectively add to choosing what strategies are required for overseeing ability to accomplish those objectives. They likewise should offer C-level administrators distinctive key arrangements. HR has a one of a kind viewpoint of the whole association and best offers thoughts including all offices and divisions. Turning into a vital business accomplice requires an abnormal state of competency on the HR issues and a solid comprehension of the business issues.

11. Organizational effectiveness -It's an unpredictable part since you need to focus on the organization's needs and objectives while guaranteeing representatives' rights and needs are met. The office's obligations change from advantages and remuneration to preparing and hierarchical effectiveness. HR is best when keep running by a talented and balanced staff with a notoriety of being trusted with vital secret data. A successful HR office enables the organization to culture develop with the business and turns into the way to fair and important input from the representatives to the pioneers of the business. HR chiefs need to comprehend the entire business and convey approaches on fascination and maintenance to address business issues. At last, a powerful HR office must look forward. With learning of the entire business, it can utilize that to add to the development and key bearing of the whole organization.

12. Understand the culture and subcultures-

It's critical to comprehend the way of life and subcultures, the course the business pioneers need to go in and the vision of the CEO with the goal that the HR representative can aid the adventure to get to that vision. "It's a considerable measure of tuning in at all levels, one-on-one with representatives from over the association, and taking the greater part of that in to truly comprehend the examples".

Conclusion

Taking everything into account, one might say that Human Resource Management Practice in Beximco is very appropriate for the example of business. In the event that all the procedure of HRM methods can be taken after entirely, the organization will have a more prominent input. Their enlistment and choice process can be more overhauled, though the preparation and improvement process are standard and attractive.

The administration has arranged the entire preparing technique in an extremely sorted out way that makes the workplace so educative and benevolent. The inspirational mentality of workers have made entire condition significantly more proactive. The workers need to meet up from various office for the preparation and that altered mix makes the association a foundation itself.

The typical part of HR office is to give help with HRM matters and straightforwardly meddle in delivering great human asset. As indicated by their administration, gaining learning, building up the aptitude of the workers, inspiring them to abnormal amounts of execution and guaranteeing that they keep on maintaining their responsibility regarding the association are basic with a specific end goal to occupy the association towards progress.

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